

Directors' Coordinator

APPOINTED BY: Regional Management Team

Term: 2 years

March 2025

POSITION SUMMARY: The Directors' Coordinator is responsible for representing the interests of the regional directors on the Regional Management Team.

RESPONSIBILITIES:

- Create networking opportunities among chorus directors
- Through regular communication with the chorus directors, identify the educational needs of the director, assistant and associate directors and chapters and pass this on to the Education Coordinator
- Provide mentoring for chorus directors as required
- Facilitate DCP training opportunities in consultation with the DCP Coordinator and monitor DCP participant testing and advancement
- Organise the mass sing at regional conventions
- Appoints the STAR chorus director and arrange purchase of STAR chorus music and learning tracks through the Finance Coordinator. Publicise via the convention information on the website in conjunction with the Marketing Coordinator
- Contribute to the annual education operational plan and long-range strategic plan
- Meet with the Education Coordinator and Education Team as required
- Participate in regional convention activities as requested by the Chair of the Regional Convention.

EACH REGIONAL MANAGEMENT TEAM MEMBER WILL:

- Attend all RMT meetings as required and have the ability to participate in online meetings
- Check and respond to emails regularly (within 5 days)
- Submit regular progress reports to the Regional Management Team
- Provide budget information to the Regional Management Team (as required)
- Maintain effective contact with other regional and international personnel as appropriate to the role
- Recruit additional team members (possibly temporary) to assist with completing required activities in consultation with the RMT
- Maintain comprehensive records in a shared regional document repository (Google Drive or dropbox)
- Create record of activities and their applicable deadlines and reminders that will be loaded into Teamwork by the Teamwork administrator, ensuring this is available for a successor to follow
- Contribute to, and implement her assignments from the region's long range strategic plan
- Assists in maintaining sweetadelines.co.nz to ensure it is up to date and maintain web pages that the Directors' Coordinator is responsible for (with support if needed) by passing these updates onto the Communications Coordinator
- Identify possible successors, train and provide assistance once appointed.

POSITION EXPECTATIONS:

- Strong organisational skills
- Effective verbal and written communication skills
- Ability to maintain confidentiality
- Problem-solving and decision-making skills
- Ability to manage deadlines
- Ability to work independently and as a member of a team
- Personal presentation appropriate to a regional representative

- Identify educational needs of the Directors and their assistants and ensure that these are included in the region's education plans
- Ability to attend regional events; some travel is expected.

Each RMT Coordinator is expected to manage her own workload, help others and/or request help when needed from others in the team. Team decisions are made by consensus, and the Team Coordinator takes responsibility for managing the overall decision-making process. The Team Coordinator is expected to monitor overall progress of projects, and identify if there is a need for temporary assistance for a team member, and/or for matters that may include workload, skills, knowledge gaps and team fit.

Roles can sometimes overlap and RMT Coordinators are often working on the same project at the same time. Coordinators are expected to manage projects through Teamwork, which gives task visibility to all project team members and provides the Team Coordinator with an overview of all activities.

The [RMT handbook](#) is available on the International website for reference for all RMT personnel.

See below for suggested activity timeline.

SUGGESTED Timeline for Directors' Coordinator

ALL YEAR	Attend all events programmed for the directors
MAY Post Convention	Ask winning chorus Director(s) to direct next year's Star Chorus, ask them to choose TWO suitable songs for a mic testing chorus
	Encourage STAR Chorus director to choose songs RMT has already purchased - send them the list
	DC organises the purchase of the songs and learning tracks chosen.
JUNE	Contact "your chorus contacts" TCs; get comments/needs for next mtg
	DC report for upcoming RMT meeting
	RMT meeting
JULY	Newsletter to Directors (comment on convention successes, judges comments etc)
AUGUST	Check STAR Chorus songs. Has music been purchased and learning tracks organised.
SEPTEMBER	Contact "your chorus contacts" TC/Director to get comments/needs for next meeting
	Prepare DC Report for next RMT Meeting
OCTOBER	RMT Meeting
	Follow up with Star Chorus Directors - song choice and learning tracks should be all set now get specifics about costumes, makeup etc.
	Have STAR Chorus songs loaded onto website (Sharon Connor)
	Have STAR Chorus song links and costume information put into convention handbook
NOVEMBER	Newsletter to Directors
DECEMBER	
JANUARY	Recruit Directors for the Massed Sing (first in gets song choice)
	Have the Massed Sing songs and performance information put into convention handbook
FEBRUARY	Newsletter to Directors
	Contact "your chorus contacts" TC/Director to get comments/needs for next meeting
	Prepare DC Report for next RMT Meeting
	RMT Meeting
MARCH	Prepare DC Annual report for RAMM
	Confirm Massed Sing songs with directors and tell them the order they will be directing them in
APRIL	Send DC Annual report for RAMM to TC
	Prepare for Convention
	Make banners for Massed Sing - include key for pitch-pipers - NB song key is not always the pitch blown
MAY	Assist with running Convention
	Run the Massed Sing
	Run the Audience Choice Awards for quartets and choruses
	Assist Quartet Coordinator run the quartet fund raising table at convention
	Attend Director debrief/networking etc. sessions